

Job Title:	Building Maintenance Supervisor
Job Description Number:	1803
Department/Division:	Public Works/Building Maintenance
Exemption Status:	Non-Exempt
Pay Grade:	212
Immediate Supervisor:	Building Maintenance Superintendent
Normal Work Schedule:	Mon-Fri, 8 hours/day

Brief Description of the Job:

Collect all work requests from other city departments/divisions, generate work orders and assign work with respect to skill levels of employees. Maintain monthly/semiannual preventative maintenance and inspections of 192 facilities. Receive phone calls, e-mails, and word of mouth requests for work to be performed, planning work and assigning tasks to building services personnel. Provide administrative support for the Building Service Superintendent. Coordinate work with other departments and outside contractors and maintain division budget.

Essential Functions:

Repair Work (40%): Hands on repair of electrical, HVAC, carpentry, plumbing, and bus shelter construction/repairs. Clean facility and general police of outside area for building services buildings.

Administrative/Clerical (40%): Prepare work orders and reports by inspecting facilities, testing utilities, roofs, and structures, preparing vendor quotes, pricing materials, and suggesting budget additions. Maintain filing system and HR policy book. Order and pick up of parts and supplies.

Supervision (20%): Estimate and allocate manpower needed by measuring and surveying job location, discuss needs and desires of customers, and prioritize jobs according to needs of the City, safety factors, and financial cost to the City if jobs are not completed. Supervise and inspect work by visiting each job in progress, inspect phases of work, spot test operational phases, inspect completed jobs, and train employees in technical areas and OSHA requirements. Prepare performance appraisals. Gather and restock supplies used in everyday performance of duties. Assign work to shop personnel.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Heavy strength demands include exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.

Physical Demands: Frequently requires standing, fine dexterity, walking, lifting, carrying, reaching, handling, kneeling, pushing/pulling, climbing, vision, bending, crouching, hearing, twisting, and talking. Occasionally requires sitting, crawling, foot controls, and balancing.

Machines, Tools, Equipment, and Work Aids: Telephone, drills, saws, hand tools, meters, and vehicle.

Computer Equipment and Software: Personal computer, printer, and scanner.

Working Conditions

Overall Working Conditions: Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Daily exposure to physical hazards. Weekly exposure to respiratory hazards and noise and vibration. Seasonal exposure to extreme temperature and wetness and/or humidity.

Health and Safety: Frequent exposure to mechanical hazards, chemical hazards, electrical hazards, fire hazards, and explosives. Occasional exposure to communicable diseases and physical danger or abuse.

Primary Work Location: Vehicle and Outdoors (City Facilities, Parks, Roadside Bus Shelters).

Protective Equipment Required: Gloves, eyewear, dust mask, flame resistant clothing, safety shoes, flash protection for arc flash, hard hat, harness, and hearing protection.

Non-Physical Demands

Frequently requires time pressures, frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment. Occasionally requires emergency situations and irregular schedule/overtime.

Job Requirements

Formal Education: Two year Associate's degree or equivalent in building trades is required.

Experience: Over four years of experience in building trades is required. Must have experience in electrical control installation/troubleshooting, service installation, lighting and controls. Must have the ability to operate lift trucks, platform lifts and climb ladders. Must have prior experience in HVAC, carpentry, and plumbing.

Driver's License Required: A valid Class D South Carolina license is required.

Certifications and Other Requirements: Refrigeration Certification and Journeyman electrical license preferred.

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

Human Collaboration Skills: Work may require providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas. Work has a moderate impact on the organization. External contacts include Supply House and general public. Internal contacts include all city departments.

Management and Supervision: Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. Semi-complex scope of supervision. This position is responsible for supervising the position of Building Maintenance Technician.

Technical Skill: Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Advanced application: Work affects accuracy of multiple projects.

Freedom to Act and Impact of Action

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.